

Remaining student account balances not paid in full by the due date are considered delinquent, unless using an approved UE monthly payment plan. Failure to pay in full will result in monthly finance charges being assessed and holds being placed on the account. Account holds will prevent access to future registration, transcripts, and receipt of diplomas.

### **Collection Efforts**

- Notifications are sent electronically to the student's UE email address
- A Hold is placed on the student record and the student is notified of hold electronically
- Student is contacted via phone and e-mail
- Payment arrangements are offered to assist in the collection of the balance
- Finance charges of 1.5% are assessed monthly on all delinquent balances
- Billing statements are mailed to the address on file
- After the above collection efforts have been exhausted, the account is reviewed for further action. This may include referral to an outside collection agency, with additional collection costs and contingent fees assessed

### **Re-entry Requirements**

- Satisfy any past due balance with the University
- Request permission and complete necessary steps for re-entry with the Office of Academic Services
- Finalize financial settlement for the re-entry term with the Office of Student Financial Services prior to registration

#### ***Office of Student Financial Services***

1800 Lincoln Avenue, Evansville, Indiana 47722

Phone: 812-488-2565

Toll free: 800-424-8634

Fax: 844-433-7153

Email: [studentfinancialservices@evansville.edu](mailto:studentfinancialservices@evansville.edu)